



# ***Defense Travel System (DTS)***

**Ms. Donna Pelfrey  
MARCOSYSCOM  
4 May 2006**



**UNCLASSIFIED**  
**D**

# **OVERVIEW**

- **POCs & Areas of Responsibility**
- **Fielding schedule/process**
- **Policy/Guidance**
- **Current issues**
- **Preparing**
- **Roles and Responsibilities**
- **Questions**

**UNCLASSIFIED**

Slide



**UNCLASSIFIED**  
**D**

# **POINTS OF CONTACT**

<b>Agency</b>	<b>Functional Area</b>	<b>Point of Contact</b>
<b>MCSC</b>	<b>O-6 Representative</b>	<b>Maj Zimmerman DSN: 432-5113</b>
<b>MCSC</b>	<b>Program Management</b>	<b>Donna Pelfrey DSN: 432-5118</b>
<b>CMC (M&amp;RA)</b>	<b>Compliance</b>	<b>Dave Bye DSN: 378-9168</b>
<b>CMC (I&amp;L)</b>	<b>TMO, CTO</b>	<b>Tim Vandagriff DSN: 225-7762</b>
<b>CMC (RF)</b>	<b>Accounting, SABRS</b>	<b>CWO4 Sweeney DSN: 223-9823</b>
<b>CMC (P&amp;R)</b>	<b>Finance, Pay &amp; Entitlements</b>	<b>CWO5 Fuqua DSN: 224-4981</b>

**UNCLASSIFIED**



**UNCLASSIFIED**  
**D**

# **KEY WEB SITES**

- **DTS Main web-page**
  - [www.defensetravel.osd.mil](http://www.defensetravel.osd.mil)
- **DTS Travel Center**
  - <http://63.146.182.178/>
- **USMC DTS web-page**
  - [www.marcorsyscom.usmc.mil/sites/dts/](http://www.marcorsyscom.usmc.mil/sites/dts/)
- **Electronic Confirmation of Tickets**
  - [www.viewtrip.com](http://www.viewtrip.com)

**UNCLASSIFIED**

Slide



**UNCLASSIFIED**  
**D**

# **FIELDING SCHEDULE**

## **SITE COMMAND VISIT    IOC**

**NEW RIVER    Jun 05    Nov 05**

**OKINAWA    Dec 05    Apr 06**

**IWAKUNI Jan 06    Apr 06**

**YUMA    Jan 06    Apr 06**

**HAWAII    Jan 06    Mar 06**

**CAMP PENDLETON    Mar 06    May 06**

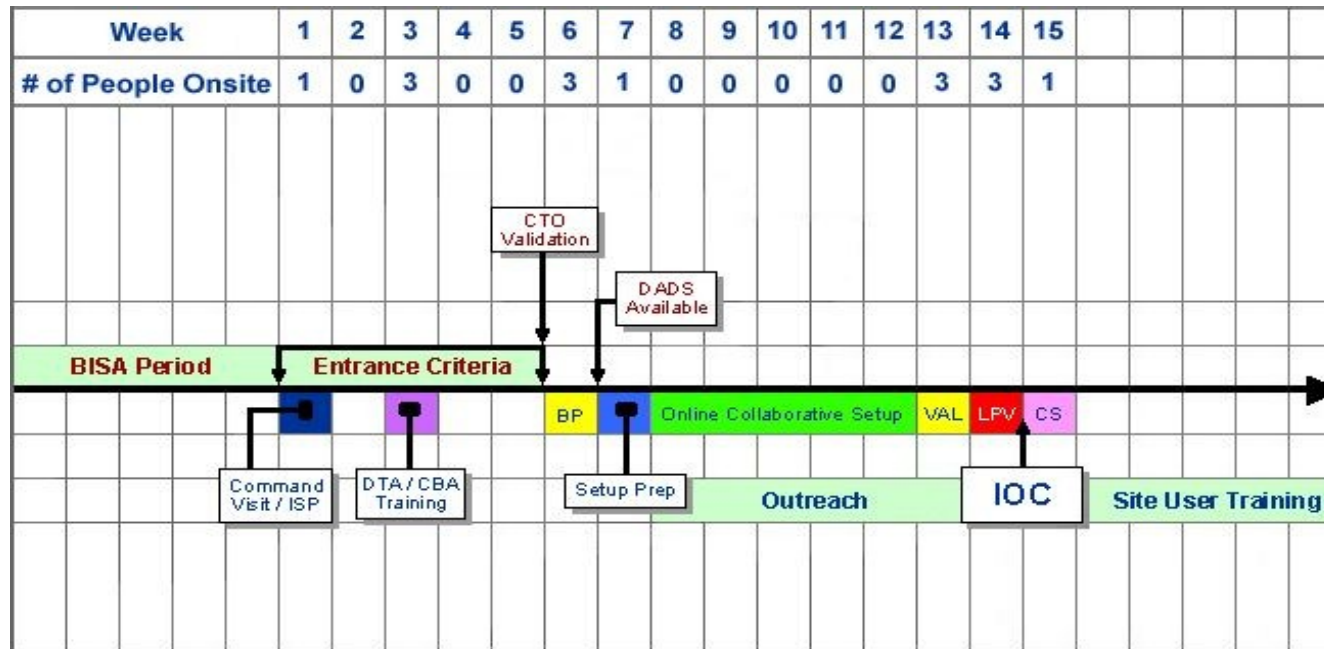
**UNCLASSIFIED**

Slide



UNCLASSIFIED  
D

# FIELDING PROCESS



## LEGEND D

**BISA:** Base Infrastructure Self-Assessment

**ISP:** Initial Site Planning

**Entrance Criteria:** Ensure PKI infrastructure. DBsign available and issued to applicable users. Ensure Site has received necessary software certifications necessary to use online environment. Complete "As Is" mapping. Complete CTO Validation.

**DADS:** Defense Accounting and Disbursing System

**DTA:** Defense Travel Administration

**CBA:** Centrally Billed Account

**BP:** Business Process

**VAL:** Validation Period

**IOC:** Initial Operating Capability - Day DTS is available for use by Site.

**LPV:** Live Process Verification

**CS:** Customer Support

UNCLASSIFIED

Slide



**UNCLASSIFIED**  
**D**

# **POLICY/GUIDANCE**

- **MARADMIN 045/04**
  - Initial policy from HQMC on fielding and implementation of DTS
- **MARADMIN 490/04**
  - Established Finance community as lead element for DTS implementation (LDTA)
- **MARADMIN 068/05**
  - Makes DTS use mandatory for TAD travel once the system is fielded
  - 90-day window from IOC for all units to be on-board

**UNCLASSIFIED**

Slide



**UNCLASSIFIED**  
**D**

# **POLICY/GUIDANCE**

- **Marine Corps Order on DTS (draft)**
  - **Combined effort of all advocates and MCSC**
  - **Comprehensive information - directive and informative**
  - **Under review for signature at HQMC**
  - **Copies will be distributed when signed**

**UNCLASSIFIED**

Slide





**UNCLASSIFIED**  
**D**

# **PRE-FIELDING ACTIONS**

- **IT Evaluation**
  - DBsign loaded on NMCI computers
  - CAC readers / CAC PIN with certs registered
  - Bandwidth
- **Brief the Leadership**
  - LOI for DTS fielding
  - Get all units involved on base
- **Find DTAs**
  - Strong individuals with authority
  - Consider adding civilian staff members

**UNCLASSIFIED**

Slide



**UNCLASSIFIED**  
**D**

# **KEY LESSONS LEARNED**

- **LOA and SABRS**
- **Routing Lists**
- **TMO & CTO**
- **Training**
- **Compliance issues IOC & FOC**

**UNCLASSIFIED**

Slide



**UNCLASSIFIED**  
**D**

# **KEYS TO SUCCESS**

- **Change management**
  - Anticipate resistance to change
  - Emphasize benefit to travelers and finance community (more control, less work)
- **Strong team for LDTA support**
  - Include SMEs from all functional areas
  - Sound training process
- **Well defined plan for transition to FOC**
  - Establish timeline to field all units
  - Shut off paper-based process when fielded

**UNCLASSIFIED**

Slide



UNCLASSIFIED

# **Defense Travel Administrator**

- **LDTA - Lead Defense Travel Administrator**  
Overall POC and responsible person for DTS at site
- **ODTA - Organizational Defense Travel Administrator**  
Responsible for DTS Administration at organizational level
- **FDTA - Finance Defense Travel Administrator**  
Responsible for budgets and LOAs in DTS at organizational level
- **TMO - Traffic Management Office**  
Responsible for CBA Reconciliation
- **DMM - Debt Management Monitor**  
Responsible for monitoring DUE US conditions

UNCLASSIFIED

Slide



**UNCLASSIFIED**  
**D**

# **LDTA's Roles and Responsibilities**

- The senior DTA at the Site
- Liaison between Site and Service Rep
- DTS setup/maintenance at the site
  - Orgs, Suborgs, Routing Lists, Profiles (These responsibilities will also be delegated to other DTAs)
  - Maintain LOAs by fiscal year and ensure that the Budgets are depicted correctly by quarters
  - Give/take permissions and accesses - based on permission level of the LDTA
  - Select ODTAs, FDTA, DTAs, and Tier 2 Help Desk
  - Ensure the system is functioning properly
- Act as a Help Desk Point of Contact

**UNCLASSIFIED**

Slide



UNCLASSIFIED

# **D Defense Travel Administration** **Responsibilities**

- Process rejects
- Manage travel documents
- Reports
- Reconcile CBAs
- Maintain LOAs and Budgets
- Update person profiles
- Track traveler debt
- Maintain Orgs, Routing Lists, and Groups
- Update training materials
- Maintain training records and plans
- Receive and Detach members

**Operate the local Tier 2 Help  
Desk (T2HD)**

UNCLASSIFIED

Slide



**UNCLASSIFIED**  
**D**

# **LDTA/ODTA Responsibilities**

- Assist in Site setup
- Maintenance of the DTS system
- Setup and operate the local Help Desk
- Coordinate registration of authorized callers to the Tier 3 Help Desk
- Ensure correction of rejected documents
- Correct overpayments to travelers
- Must be appointed in writing as an accountable official

**UNCLASSIFIED**

Slide



**UNCLASSIFIED**

**D**

# **FDTA Responsibilities**

- Manage travel data by reconciling SABRS with DTS
- Allocate funds to the DTS Budget module
- Ensure DTS LOAs are properly loaded (in DTS and SABRS), established and maintained
- Prevent violations of the Antideficiency Act
- Retain a file of Appointment Letters for AO
- Initiate debt collection (when acting as the DMM)
- Appointed in writing

**UNCLASSIFIED**

Slide





**UNCLASSIFIED**  
**D**

# **QUESTIONS**



**UNCLASSIFIED**

Slide